



California Department of Corrections
INFORMATIONAL BULLETIN

**Subject: ANNOUNCE THE REVISION OF CDC
FORM 810,
CONFIDENTIAL INFORMATION
LISTING AND
CDC FORM 811, CONFIDENTIAL
INFORMATION
REMOVAL NOTICE, THE CREATION
OF NEW
CDC FORM 810-A, CONFIDENTIAL
INFORMATION
LISTING/ACKNOWLEDGEMENT
OF RECEIPT AND THE DELETION OF
CDC
FORM 811-A, CONFIDENTIAL
INFORMATION
REMOVAL NOTICE**

Number:
03/01

Date Issued:
January 15, 2003

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The purpose of this Informational Bulletin is to officially announce the revision to the California Department of Corrections' (CDC) Form 810, Confidential Information Listing and CDC Form 811, Confidential Information Removal Notice, the creation of new CDC Form 810-A, Confidential Information Listing/Acknowledgement of Receipt and the deletion of CDC Form 811-A, Confidential Information Removal Notice.

Effective upon receipt of this bulletin, these forms may be ordered from Prison Industry Authority on a CDC Form 1853, Reproduction Order. Upon order and receipt, these new forms shall be utilized at all institutions. Any outdated or discontinued forms shall no longer be used but do not remove any of the completed forms from the Central File (C-File).

- **CDC Form 810 (Rev. 10/02), Confidential Information Listing.** This form shall be completed/updated by a Correctional Counselor (CC) I or above when reviewing the C-File in preparation for an Olson Review. The purpose of the CDC Form 810 is to notify an inmate/parolee and/or the inmate/parolee's attorney of confidential information that has been withheld from disclosure. The CDC Form 810 is placed on top of the Confidential Material Folder when the folder is in the C-File. When the Confidential Material Folder is removed from the C-File prior to the Olson Review, the CDC Form 810 stays in the C-File. A copy of the CDC Form 810 is provided to the inmate/parolee and/or the inmate/parolee's attorney at the beginning of the Olson Review. This is a one-page form, printed on 8½" x 11", three-part NCR paper and is available in sets of 167.
- **CDC Form 810-A (10/02), Confidential Information Listing / Acknowledgement Of Receipt.** This form shall be completed at the beginning of the Olson Review by the



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staff person supervising the examination of the C-File. Each person who will examine the C-File and has received a copy of the CDC Form 810, shall sign and receive a copy of the CDC Form 810-A. The original copy of the CDC Form 810-A is placed in the C-File underneath the CDC Form 810, in chronological order, with the most recent CDC Form 810-A on top. This is a one-page form, printed on 8½" x 5½" (half-sheet), three-part NCR paper and is available in sets of 167.

- **CDC Form 811 (Rev. 10/02), Confidential Information Removal Notice.** This form shall be completed by a staff person at the CC III, Parole Agent III, Correctional Captain or higher staff level. The CDC Form 811 is used to notify the person examining the C-File that a document has been removed from a non-confidential section of the C-File and placed into the Confidential Material Folder or removed from the Confidential Material Folder and placed into a non-confidential section of the C-File. The document with the confidential designation change is removed and replaced by the completed CDC Form 811. The removed document is then placed in the appropriate section of the C-File. This is a one page form, printed on 8½" x 5½" (half-sheet), two-part NCR paper and is available in sets of 250.

The CDC Form 811-A, Confidential Information Removal Notice, has been discontinued since the CDC Form 811 serves the same purpose.



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Please inform all persons concerned of the contents of this bulletin. Please direct any inquiries regarding this bulletin to Ricky Lazaro, Facility Captain, Classification Services Unit (CSU), at (916) 322-2544 or Ricky.Lazaro@corr.ca.gov, or Richard Cole, Correctional Counselor II, CSU, at (916) 445-6078 or Richard.Cole@corr.ca.gov. For Case Records questions, please contact Lee Ann Saucedo, Case Records Administrator, Correctional Case Records Services, at (916) 324-2711 or LeeAnn.Sauceda@corr.ca.gov.

E. A. MITCHELL
Deputy Director
Policy & Evaluation Division

Attachments